

SUPPLEMENTAL LICENSE APPLICATION

CHANGE OF LOCATION
OR
NEW/ADDITIONAL LOCATION

**FOR AN
APPLICATION FOR A SUPPLEMENTAL LICENSE
FOR
CHANGE OF LOCATION OR ADDITIONAL LOCATION**

LICENSURE PROCEDURES

In order to obtain an Application for a Supplemental License for the following:

1. Change of Name
2. New Program
3. Change of Location/Additional Location

an applicant must demonstrate to the Arizona State Board for Private Postsecondary Education (“State Board”), through the application process, that all licensing requirements defined in Arizona State statute and rule are met.

APPLICATION PROCESS OVERVIEW

The application process involves the completion and submission of an application, an on-site verification visit, if required, and consideration of the application at a public State Board meeting, if required. Pursuant to A.R.S. § 41-1073 and A.A.C. Rule R4-39-102, the State Board has 135 days from the date of application receipt to review and take final action on the application. The State Board’s review process is referred to as a licensing time frame and involves the following:

1. 45-Day Administrative Completeness Review to determine if the contents of the application are complete, and
2. 90-Day Substantive Review to determine if the applicant has met, as demonstrated through the application and the on-site verification visit, if required, that all licensure requirements as defined in statute and rule.

Be aware, however, that since both the administrative review and the substantive review licensing time frames can be temporarily suspended if the application is incomplete or contains deficiencies, it may take longer than the 135 calendar days for the State Board to take final action on the application. Please refer to A.A.C. Rule R4-39-102(F) through (G) for complete information regarding the State Board’s licensing time frames.

APPLICATION COMPLETION AND SUBMISSION:

The application includes the Application for a Supplemental License and additional information as specified in the Content Requirements. The application form and

applicable content requirements must be completed in their entirety. Attachments for the application form may be used only when the information cannot be accurately conveyed in the space provided. If an attachment is used to answer a question, the question must identify that attachments are being used and the attachment must be stapled to the last page of the application form. ***An applicant may not answer a question by referring to another document submitted elsewhere in the application.***

ADMINISTRATIVE COMPLETENESS REVIEW

The Office of Arizona State Board for Private Postsecondary Education will notify the applicant of the date on which the application was received. The 45-Day Administrative Completeness Review of the application begins on the date of application receipt. Upon completion of the administrative completeness review, State Board Staff will notify the applicant regarding the status of the application. If the application is complete, the Substantive Review of the application will begin. If the application is incomplete, the applicant will be given 60 days to revise and re-submit a complete application. Under special circumstances, an applicant may be granted additional time, not to exceed 30 days, to revise and re-submit the application.

If the application is not re-submitted by the deadline, or if the re-submitted application remains incomplete, the application will be closed.

SUBSTANTIVE REVIEW

The 90-Day Substantive Review of a completed application begins on the date that the Administrative Completeness Review ends. After an initial review of the application, State Board Staff will notify the applicant regarding the following:

1. If the State Board finds that the applicant meets all requirements defined in statute and rules, the Board will grant the license.
2. If the State Board determines that the applicant fails to meet all requirements defined in statute and rule, the State Board will deny the application.
3. If the State Board finds deficiencies during the substantive review of the application, the Board will issue a written request specifying the additional documentation to be submitted and the deadline for submission. The time frame for substantive review of the application is suspended from the date the written request for additional information is served until the date that all documentation is received.
4. When the applicant and the Board mutually agree in writing, the Board shall grant extensions of the substantive review time frame totaling no more than 30 days.

5. If the requested documentation is not submitted by the deadline date, the Board shall close the application. An applicant whose application has been closed and who later wishes to seek licensure, shall apply anew.

ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION
1400 West Washington, Room 260
Phoenix, Arizona 85007
(602) 542-5709

**APPLICATION FOR A SUPPLEMENTAL LICENSE FOR AN ADDITIONAL
LOCATION/CHANGE OF LOCATION**

GENERAL INFORMATION:

Arizona State Board for Private Postsecondary Education Statute and Rule requires that a licensee must receive prior State Board approval before operating from a new or additional location. **Pursuant to R4-39-109, the educational institution must file an application for a supplemental license to operate in a new or additional location at least 45 days prior to operation at the new location.**

If the location change is consistent with the scope of the educational operations presently approved or recognized by the State Board, State Board Staff has authority to approve or deny the supplemental license. If, however, the location change represents utilization of an unsuitable physical facility, a questionable business or educational endeavor, or expansion beyond the present scope of the institution, the supplemental application will require full State Board consideration at a scheduled State Board Meeting.

APPLICATION CONTENT REQUIREMENTS:

A separate Application for a Supplemental License must be filed for each new or additional location. Each separate application must include the following:

1. Completed Application for a Supplemental License for an Additional Location/Change of Location Form indicating the new address and telephone number.
2. Non-refundable \$500.00 filing fee.
3. Date of move and date operations will begin/resume.
4. List of programs to be operated at new/additional location.
5. New Administrative/Faculty resumes (if applicable).
6. New Equipment List/Educational Resource List (if applicable)
7. Copy of signed lease or purchase agreement for facility.
8. Completed Supplemental License/Facility Information form.
9. Blueprint or One-Line Drawing showing new facility classroom space, administrative space, and all amenities.

10. Fire Inspection Report (or appropriate documents) on new facility.
11. Proof of Insurance and Liability Coverage for new facility.
12. Proof of Surety Bond Coverage for new facility, if applicable.

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LOCATION/CHANGE OF LOCATION
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You are advised that an educational institution may not operate from a new/additional facility until such time as the facility has been approved by the Arizona State Board for Private Postsecondary Education.

If additional clarification on licensure requirements is needed, please call the State Board Office.

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- ? Questions on whether or not full State Board approval will be required in a particular case should be submitted to the State Board Office in writing prior to application submission.

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**APPLICATION FOR A SUPPLEMENTAL LICENSE FOR AN ADDITIONAL
LOCATION/CHANGE OF LOCATION**

Every licensed institution shall submit to the State Board an Application for a Supplemental License for approval of each new or additional location at least forty-five (45) days prior to the proposed addition. (A.A.C. Rule R4-39-109)

Name of Institution

Telephone

ADDITIONAL LOCATION _____ **or** **CHANGE OF LOCATION** _____
For change of location, identify campus to be relocated

NEW LOCATION ADDRESS:

NEW TELEPHONE AND FAX NUMBER:

WEB SITE AND E-MAIL ADDRESS:

Application Submitted By:

Name and Title

Date

Signature

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FACILITY INFORMATION FORM

The State Board requires that an applicant provide complete information on each facility, location, or physical site from which the applicant will operate or conduct business in Arizona. This includes all administrative, educational, training, and sales locations. Complete one of these forms for each Arizona facility. If your Arizona operations will be limited to recruitment and sales and you will not maintain a physical location in Arizona, do not complete this form. Instead identify all anticipated recruitment and sales sites, such as High Schools, Hotels, Prospective Student Homes, on a separate sheet of paper and submit.

- A. Provide complete address and telephone number of Arizona facility:

- B. Does the institution lease or own this Arizona building?

_____.

If leased, indicate annual rent _____ and duration of lease _____.

Whether owned or leased indicate ownership and/or leasing agent's name, address, telephone, fax number and e-mail.

- C. Indicate total square footage of this Arizona facility _____.

Indicate total square feet used for classrooms _____.

Indicate total square feet used for laboratory or practical training _____.

Indicate total square feet used for administration _____.

- D. Indicate maximum single shift student capacity of this Arizona facility.

- E. Indicate number of parking spaces or other parking arrangements available to students at this Arizona facility.